

30 AUG 1973

MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT : Proposed Revision of []
Personnel Evaluation (Job Nos. 7046 & 7047)

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1. In reviewing the proposed revision Paragraph 20 of [] no reference was found for rating the performance of supervisory personnel on equal employment opportunity planning and practices. While the Directions for Completing Forms 45, 45k and 45m, Fitness Report, do cite contributions to EEO and sensitivity to the principles of equal employment opportunity and advancement as subjects for duty and performance evaluations, the revised Paragraph 20 contains no reference to EEO.

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Ref (b)

2. On 16 July 1973, I sent to the Director of the Office of Federal Equal Employment Opportunity, U.S. Civil Service Commission, Mr. Hinch, additions to the CIA Affirmative Action Plan for 1973 (attachment). In our paragraph on training to assure EEO Program understanding we stated:

Rating officials will evaluate supervisors annually on their performance in EEO areas such as identification of personnel with potential for advancement especially members of minority groups and women, maximum utilization of personnel, and participation in upward mobility programs.

The requirement to evaluate supervisors on the management of their EEO responsibilities was discussed with and endorsed by the Director of Personnel prior to our sending out the material.

3. On 24 July in another memorandum to Mr. Hinch from the CIA Deputy Director, Equal Employment Opportunity, we stated that the Agency was revising its performance appraisal system and would include measures for evaluating performance in equal employment opportunity and that the Agency would forward copies of the new system as soon as the revision was completed. I would find it very difficult

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to present our revised [] Paragraph 20 and the directions for preparing Fitness Reports to the Civil Service Commission as fulfillment of our stated plan to evaluate supervisors on their EEO performance.

4. I recommend strongly that Paragraph 20. b. (3) contain a subparagraph on evaluating EEO performance of all Agency supervisors. It might read as it read in the addition to our 1973 Affirmative Action Plan as given in paragraph 2 above.

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[]
Donald F. Chamberlain
Inspector General

Attachment
As Stated Above

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16 July 1973

Mr. Gerald K. Hinch, Director
Office of Federal Equal Employment Opportunity
U.S. Civil Service Commission
Washington, D.C. 20415

Dear Mr. Hinch:

Attached are additional pages for our Affirmative Action Plan for 1973 to cover: (1) allocation of personnel and resources, (2) upward mobility programs, (3) 16 point program for the Spanish surname.

Sincerely yours,

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Donald F. Chamberlain
Inspector General
Central Intelligence Agency

Attachment

Distribution:

Orig & 1- Addressee
✓- EEO Subject
1- IG Chrono
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5. Training to Assure EEO Program Understanding

The Director of Training and D/EEO will assure that all management training courses include explanation and discussion of Agency EEO policy and goals, procedures for processing complaints of discrimination, and the functions and responsibilities of the EEO Office. Progress on this goal will be reviewed semi-annually.

Rating Officials will evaluate supervisors annually on their performance in EEO areas such as identification of personnel with potential for advancement, especially members of minority groups and women, maximum utilization of personnel, and participation in upward mobility programs.

6. Community Activity

For security reasons CIA is unable, as an organization, to participate in many activities and programs not connected with its sensitive operational mission. Employees are encouraged to participate in civic activities as private citizens, but to the extent possible, professional anonymity is encouraged.